

Step 1: Accessing Pay.Gov within PCIT

- I. From the left navigation, click on the [Financial Management](#) link.
- II. Click on the **Add to Balance** button. PCIT will redirect you to the Pay.Gov website.

Step 2: Choose Your Payment Method

- I. Select your payment method:
 - a. To pay by transferring funds from a bank account, go to Step 3a: Transfer Funds From a Bank Account.
 - b. To pay by credit card, go to Step 3b: Pay by Credit Card.

Step 3a: Transfer Funds From a Bank Account

- I. Enter your account information under **Option 1: Pay Via Bank Account (ACH)**.
- II. When you have completed entering your information, click the **Continue with ACH Payment** button.

Step 3b: Pay by Credit Card

- I. Enter your account information under **Option 2: Pay Via Plastic Card (PC)**.
- II. When you have completed entering your information, click the **Continue with Plastic Card Payment** button.

Step 4: Confirm Payment Information

- I. Review the payment summary carefully. If you wish to have an email confirmation, enter the email addresses under **Email Confirmation Receipt**.
- II. Review the content under **Authorization and Disclosure** and proceed based on your payment method:
 - a. With transferring funds, check the "I agree to the authorization and disclosure language." checkbox.
 - b. With a credit card payment, check the "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." checkbox.
- III. Click the **Submit Payment** button. Only click the button once to avoid double payment.

Step 5: Pay.Gov Payment Confirmation

- I. Your payment confirmation displays. You can print a copy for your records by clicking the [print a copy](#) or [Print this window](#) link.
- II. To return to PCIT, click the [Return to your agency website](#) link.

Step 6: PCIT Payment Confirmation

- I. The confirmation message "**Account balance has been updated successfully.**" and your updated balance is displayed on the Financial Management page.

View Your Transactions in PCIT

- I. From the left navigation, click on the [Financial Management](#) link. Then click the **View Debit Transaction Report** button.
- II. Enter your transaction date range and click the **Next** button.
- III. Choose your report type and report output and click the **Next** button.
- IV. Review your report criteria and click the **Generate Report** button. The report will open in a new window.